DOCUMENT RESUME

ED 087 393 IR 000 133

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TITLE	Using Pamphlets With Disadvantaged Adults. Public Library Training Institutes Library Service Guide Number Three.
INSTITUTION	Morehead State Univ., Ky. Appalachian Adult Education Center.
SPONS AGENCY	Bureau of Libraries and Learning Resources (DHEW/OE), Washington, D.C.
PUB DATE	Jan 74
GRANT	OEG-0-73-5341
NOTE	39p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Adult Basic Education; Adult Reading Programs; *Disadvantaged Groups; *Display Panels; Library Circulation; Library Collections; *Library Equipment; *Pamphlets; Public Libraries
IDENTIFIERS	Life Coping Skills

ABSTRACT

Pamphlets are a useful way of presenting alternative sources of information to disadvantaged adults. Pamphlets are easy to handle and to read, inexpensive, and provide current information of various topics of interest. This brief guide lists sources of free or inexpensive pamphlets and describes various methods for their display in the library, including specifications and costs of several commercial display racks. Pamphlets may either be circulated or given away to patrons. The advantages of both methods are discussed and procedures suggested. As with the other library guides in this series on services to disadvantaged adults, the Appalachian Adult Education Center's Life Coping Skills Materials List is presented and suggested as a basic list of subject areas for any collection geared toward disadvantaged adults. (SL)

ED 087393
IR 000 133

MOREHEAD STATE UNIVERSITY
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1922
KENTUCKY

LIBRARY SERVICE GUIDES

3

Appalachian Adult Education Center

THE USE OF PAMPHLETS WITH DISADVANTAGED ADULTS

APPALACHIAN ADULT EDUCATION CENTER

Public Library Training Institutes
Library Service Guide No. 3

U.S. DEPARTMENT OF HEALTH
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USING PAMPHLETS WITH DISADVANTAGED ADULTS

by

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January, 1974

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PAMPHLET GUIDE

Pamphlets are a useful way of presenting alternative sources of information disadvantaged adults need. Librarians are becoming aware of new ways to use pamphlets to serve this group of patrons.

DEFINITIONS

Pamphlet—a small, informative, unbound print publication

Coping Skills Materials—materials with information for solving daily life problems. See the AAEC *Life Coping Skills Categories and Subcategories* for subject examples.

Disadvantaged Adult—anyone 16 or older who reads below the tenth grade level, or whose income is below poverty level.

WHO?

The public service staff of the library will review different ways of displaying and circulating pamphlets to encourage disadvantaged adults to use them.

WHERE?

Wherever you serve disadvantaged adults: in the library, in the bookmobile, in adult basic education classes, in adult learning centers, by mail, and in deposit collections.

WHEN?

Immediately. As you are planning to expand your services to disadvantaged adults and are drafting your new budget, give consideration to use of additional pamphlets and racks and other equipment to display them.

HOW?

Pamphlets can be used in many different service programs in your library. Consider alternative ways to display and circulate them as offered in this Guide and by other libraries.

WHY?

Pamphlets can be used as an excellent source of coping skills information by disadvantaged adults to help them in understanding and solving their daily life problems.

Pamphlets:

- —are easy to read
- —are easy to handle
- —are often colorful and illustrated
- —are easy to display and make accessible
- —are an easy introduction to print
- —are short and concise
- —are less frightening than a hard-bound book
- —are inexpensive or free
- —contain how-to-do-it information
- —present current and new ideas and facts
- —provide a greater choice of solutions to problems
- —provide nontechnical explanations
- —contain information on one aspect of a broader topic

PAMPHLET GUIDE

—provide alternative sources of coping skill information

CONSIDERATIONS IN USING PAMPHLETS

There are several things to consider before you provide pamphlets for use by disadvantaged adults.

- Where do you get them?
- What do you do with pamphlets after you get them?

  Where do you put them?

  How do you display them openly?

  What equipment is available, and how much will it cost?

  Where is the best place to display pamphlets?

- Do you give them away or circulate them?

  If you are going to give them away, how many on what topics will you need to acquire and store?

  How will you circulate them? Will you charge fines?

WHERE DO YOU GET PAMPHLETS?

Banks, insurance companies, foundations, government offices, businesses and agencies serving disadvantaged adults are possible sources of pamphlets.

You can check the following sources of free or inexpensive pamphlets. Each source is arranged by subject and lists the source of the pamphlet, price and reading level.

Educators Progress Service Inc.
Randolph, Wisconsin 53956

- *Educators Guide to Free Guidance Materials.* Annual. $7.50
- *Educators Guide to Free Health, Physical Education and Recreation Materials.* Annual. $8.00
- *Educators Guide to Free Science Materials.* Annual. $8.25
- *Educators Guide to Free Social Studies Materials.* Annual. $9.50

Free and Inexpensive Learning Materials. 15th ed. 1970.
Division of Surveys and Field Services
George Peabody College for Teachers
Nashville, Tennessee 37203. $3.00

Sources of Free and Inexpensive Educational Materials.
Field Enterprises, Inc., Educational Division, 1955. $5.00

President's Committee on Consumer Interests. *Consumer Education: Bibliography.* For sale by Superintendent of Documents. 65 cents.

You may also want to check the following magazine columns which list free or inexpensive pamphlets:

Booklist, "Free and Inexpensive Materials."

Good Housekeeping, "Booklets Worth Writing For."

Library Journal, "Items of Interest."

Publisher's Weekly, "Pamphlet Listings."

Wilson Library Bulletin, "Write for These."

WHERE DO YOU PUT PAMPHLETS?

It is easier for a librarian to use and keep track of all pamphlets in a vertical file, but this is not making them useful to disadvantaged adults. A disadvantaged adult who is afraid to go to a shelf for a book will not go to a closed file for a pamphlet. When pamphlets are placed in the open, disadvantaged adults are more likely to use them. You can store unused or extra pamphlets arranged by coping skills areas in the vertical file.

The same problem of availability is encountered when pamphlets are put in boxes or shelved along with hardbound books. Disadvantaged adults are generally too timid or lack library expertise to find them.

HOW DO YOU DISPLAY PAMPHLETS?

The main thing to remember when you consider ways of displaying pamphlets is to keep them face up. Disadvantaged adults will respond to material that is displayed out in the open rather than shelved. This shows the user that these materials are there for him to touch, to use, to take.

Display Tables

One way of displaying pamphlets is to spread them out on a conspicuous table. You may have to limit the pamphlets to one or two coping skills subjects based on the information needs of your community. If you limit the subject, change the display frequently. Label each pamphlet by coping skill area such as Health, Aging, Housing, Consumer Economics, etc.

Display Racks

There are advantages to using a display rack for your pamphlets.

- Racks make pamphlets neat and appealing to the user.
- They allow you to separate the pamphlets by coping skills categories for easy retrieval.
- Large racks can display a great number of pamphlets.

- Small racks can be placed in different locations throughout the library.

- They come in a variety of sizes and prices:

Cardboard Paperback Racks make excellent inexpensive display racks for pamphlets. They are made by publishing companies to display paperbacks, and are usually thrown away or mailed back to the publisher after the books are sold. Get in touch with your local paperback wholesale dealer or bookstore and ask if you can have the used racks.

A *Hand-made Display Rack* was made for the Floyd County (Kentucky) Bookmobile for about $12.00. It consisted of a large sheet of one-fourth inch plywood nailed to the checkout counter on the bookmobile. One-half inch thick plywood strips were nailed at a 45-degree angle across the length of the rack to form the shelves. Smaller pieces were placed as dividers to separate the pamphlets on the shelves. Finally a piece of wire was stretched across the back of each shelf to keep the pamphlets from falling off.*

*For a more complete description of the rack, write to Roland Jones, ABE Library Project Director, Floyd County School System, Prestonsburg, Kentucky 41653.

Commercial Racks

If your budget allows you to purchase new equipment, you might consider buying a pamphlet display rack.

They come in three styles:

1. large free-standing floor racks
2. small table or counter-top racks
3. wall racks.

There are a variety of racks available in many sizes. The following list of library and office suppliers gives examples of the kinds of racks available:

Butler Industries
637 Central Avenue
East Orange, New Jersey

The greeting card rack can be used as a pamphlet rack. It is made of metal about two feet high and can sit on a table or circulation desk. It costs about $14.00. (Model number C79.3B)

Gaylord Brothers, Inc.
Box 61
Syracuse, New York 13201

There are several kinds of displayer/browsers made by the Mar-Line Displays Inc. which are available through Gaylord Brothers.

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TABLE TOP RACKS

WALNUT TABLE RACK

MBD2 counter unit (3 shelves),

6 dividers $26.00
engraved nameplate . . . . . +$3.50

WALL RACKS

COUNTER/WALL RACKS

CW1 4½ I.D. 1 piece capacity $4.25 each (6 minimum)
CW2 9" I.D. 2 pieces capacity $6.25 each (6 minimum)
CW3 13½" I.D. 3 pieces capacity $8.25 each (3 minimum)
CW4 18" I.D. 4 pieces capacity $10.25 each (3 minimum)

FREE STANDING FLOOR RACKS

MM2/M LITERATURE MERCHANDISER

Base, pole, top for 2 poster sides, 1 poster, 2 headers $95.00

2 shelves, back panel, 6 dividers, additional per side $47.00

3 shelves, back panel, 9 dividers, additional per side $55.00

W4/M LITERATURE MERCHANDISER

Base, pole, top with 16 dividers "Information Center" copy . . . $129.00
(specify trumpet base or 4 footed base)

W4/ML
As above with larger shelf capacity.
. . . . . $149.00
(specify trumpet base or 4 footed base)

CM2/M LITERATURE MERCHANDISER

Base, pole, 3 poster frame top, 3 headers, 1 poster $195.00

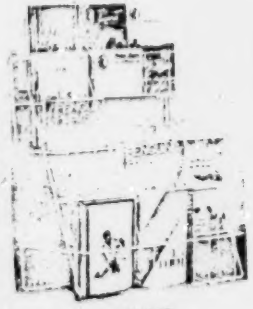
Formica back panel, 3 literature racks, 9 dividers, additional per side $59.00

Highsmith Company, Inc.
P. O. Box 25
Fort Atkinson, WI 53538

TABLE OR COUNTER TOP

PAMPHLET RACK

Fifteen 4¾ w, 1¾" d pockets display pamphlets, paperbacks, maps. Tan enameled wire 22" h, 15" w, 9½" d. **61-152 . . $8.75**
3 or more, $8.29 ea.



61-152

FREE-STANDING FLOOR RACKS

DOUBLE-FACED FREE-STANDING UNITS, 60" HIGH

Model No.	Type of shelf	No. of Shelves	Width Width	Price Price
61-178	Magazine	8	36"W	$103.00
61-180	Magazine	8	42"W	125.00

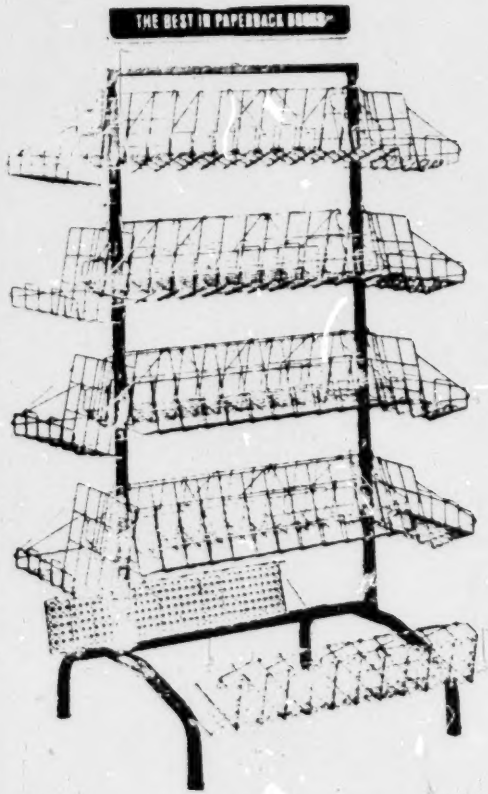
ROLL-AWAY UNITS

Model No.	Price Price
61-179	$118.50
61-181	141.50

SINGLE-FACED

Model No.	Width	Type of Shelf	No. of Shelves	Price Price
61-220	36"	Magazine	4	$64.00
61-221	42"	Magazine	4	75.00

Nashville Display
Manufacturing Company
Box 491
Nashville, TN 37202



Model No.	Description	No. of Shelves
GPM-20	Double Wide	20

Shelf Finish	Weight	Price
Black	90½ lbs.	$74.18

WHERE DO YOU DISPLAY PAMPHLETS?

These are just a few of the commercial racks available. These and other supply houses have catalogues of their equipment. You can find a display rack to suit your library's individual needs and budget. You may find that equipment manufacturers use fancy names like "Literature Organizer" to describe pamphlet racks. Sometimes a greeting card rack, paperback book rack or magazine rack will make an excellent pamphlet rack.

Display pamphlets prominently:

- In the library
  - —near other coping skills materials
  - —near the circulation desk or counter
  - —in a reading room
  - —in the foyer
  - —in a browsing corner
  - —in the rest rooms
- In an adult learning center
- On the bookmobile
- In deposit collections
- In agencies that serve disadvantaged adults.
- In waiting rooms of bus depots, train stations, doctor's offices, etc.
- Among materials sent to ABE classes

DO YOU GIVE PAMPHLETS AWAY OR CIRCULATE THEM?

Decide whether you want to give your pamphlets away or circulate them. You may decide to give away some and circulate the rest.

Giving Pamphlets Away

Why you should give pamphlets away:

- The disadvantaged adult can take them home and keep them and feel a sense of ownership.
- They circulate informally among the adult's friends, neighbors, and family.
- Many pamphlets are free or inexpensive so you can obtain many copies.
- It is not worth the expense in time to circulate them.

Things to remember when giving away pamphlets:

- You will have to order in bulk.
- You will have to reorder replacement copies continually.
- You will have to keep track of the subjects and titles that are popular so you know what to reorder.
- You may want to retain at least one copy of each title for reference work.

Circulating Pamphlets

Why you should circulate pamphlets:

- You may not have a large collection of pamphlets that you can give away.
- You may not be able to buy in bulk.
- You may not have the facilities for duplication
- Circulation cards provide a record of what is popular and in demand.

Things to remember when circulating pamphlets:

- Point out to the disadvantaged adult that these materials are his own for the allotted time. This will instill a sense of ownership in the user and the material will be handled carefully.
- Don't send overdue notices or charge overdue fines. Overdue fines represent a large portion of the disadvantaged adult's income, and notices may alienate him from library services.
- It is easier for the user if the date due for pamphlets and books is the same.

If your library is going to circulate pamphlets, you have to decide how you will keep track of them and what records you will keep. You may already have a circulation system for pamphlets. You may have to help the disadvantaged adult fill out whatever circulation forms your library uses.

If you have never used pamphlets before, here are some ways to circulate them. The type of charge slip you use will depend upon how much information you want about the pamphlets being taken out. Here are a few examples:

- Treat pamphlets as miscellaneous material. Record on a charge slip the borrower's name date due and number of pamphlets taken out. The same card can be used again.

NAME	No.	Date Due
~~Jackie~~	~~3~~	~~8-1-73~~
~~Sam Smith~~	~~7~~	~~9-9-73~~
Sue Jones	1	10-7-73

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- You might consider the subject (coping skill category) of the pamphlets taken out. This would help to discover those subjects that are popular and may need restocking. You would use one card per user.

1-31-73
Date Due

Mary Jones
Name

Subject	No.
Jobs	1
Nutrition	3

- You may want to know exactly what pamphlets are popular. You can then reorder by title rather than by subject.

12-13-73
Date Due

Barbara
Name

TITLE

How to Make Out a Job Form
Let's See
Cheap Meals

A few libraries treat pamphlets like books and paste pockets with cards on each pamphlet. This would allow the library to know quickly each item checked out. But there are a number of drawbacks that could make this method impractical:

- It is costly both in staff time and money to put pockets on each pamphlet.
- Some pamphlets are so small that there isn't room for a pocket.
- The lifetime of a pamphlet is so short that it is not practical to paste on a pocket.

Checking Pamphlets Out

Because pamphlets are small and several can be checked out at a time, large envelopes should be provided to carry them. There are envelopes you can buy that are made for this purpose. If you do not want to buy new envelopes, old mailing envelopes can be used.

Write the name of the borrower and stamp the due date on a prominent place on the outside. You should also write how many pamphlets are inside. This will help the patron to gather the pamphlets together when he is ready to return them. It will also help the librarian to quickly check in the material.

If you do not want to stamp the outside of the envelope you can slip a date due card in with the pamphlets. However, there is the danger that this card will get lost.

Another way is to stamp each individual pamphlet with the date due. This will also help you to know which pamphlets are in demand by the number of times it has been stamped.

WHAT TO READ

The following articles and books are suggested if you would like more information on pamphlets:

Furguson, Ruth B., and Ferguson, Elizabeth. "Keeping Up with Pamphlets." *Library Journal.* 86:1642-44 (April 15, 1961)

Goldsmith, S. "Defense Rests: Don't Sell Pamphlet Collections Short." *School Libraries.* 18:17-18. (Summer, 1969)

Lieberman, S. "Vertical File Jobbers Do Exist." *RQ* 11:48-49 (Fall, 1971)

Lyman, Helen Huguenor. *Library Materials in Service to the Adult New Reader.* Chicago: American Library Association, 1973. pp. 515-516.

Miller, Shirley. "From Abacus to Zoos." *Library Journal.* 92:4477-4479. (December 15, 1967).

Miller, Shirley. *The Vertical File and Its Satellites, a Handbook of Acquisitions, Processing and Organization.* Littleton, Colorado: Libraries Unlimited, Inc., 1971.

Veitch, N. F. "Free and Inexpersive." *RQ* 12:64-65. (Fall. 1972).

Wells, D. P. "Vertical Files Sources." *RQ* 10:150-5. (Winter, 1970).

APPALACHIAN ADULT EDUCATION CENTER

BUREAU OF RESEARCH AND DEVELOPMENT
MOREHEAD STATE UNIVERSITY
MOREHEAD, KENTUCKY

LIFE COPING SKILLS MATERIALS LIST

Categories and Sub-categories
June, 1973

ADVOCACY

- Arrests
- Civil Rights
  - Bill of Rights
  - Civil Rights Movement
  - Legal Rights Under the Law
  - General
- Consumer Rights (See Consumer Economics: Consumer Rights)
- Legal Aid

AGING

- Aging Process
  - Emotionally
  - Mentally
  - Physiologically
- Burial Insurance (See Insurance: Burial Insurance)
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes and Rest Homes
- Programs, Organizations, and Agencies for the Aging
  - Medicare (See Health: Health Cost Medicare)
  - Social Security (See Insurance: Social Security)
  - Other

Retirement
- Activities and Recreation
- Benefits
- Education
- Employment (See also Jobs: Occupational Information)
- Housing
- Planning

Wills

CHILDREN

Adolescence
Adoption
Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)
Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone

Retarded Children (See also Health: Retardation Prevention
(See also Health: Prenatal Care)
Selection of Child Care Facilities
Sex Education (See also Family: Sexual Relations)
Success and Failure in School
Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY

Censorship
Citizenship: Naturalization
Citizen's Responsibilities
Community Organizations (See Community: Organizations, Resources, Services)
Community Projects
Jury Duty
Public Office
Social Action
Voting, Vote Buying
Community Hazards
Community Organizations, Resources, and Services
Child Services
Churches
Employment
Fire
Legal Aid (See Advocacy: Legal Aid)
Licensing Bureaus
Police
Public Health
Public Library Services
Referral Services
Schools
Volunteers
Water
Welfare, (See also Consumer Economics: Food Stamps)

- Dealing with Police
- Emergency Services
  - Disaster Action
  - Red Cross
  - Salvation Army
  - Telephone Hot Lines
- Ethnic Centers and Groups
- Government: Local, State, National
- How to Participate In and Use the Democratic Process
- Juvenile Delinquency
- Keeping Informed: Media, TV, Radio, Newspapers, Magazines
- Military Service
- Parliamentary Procedures
- Re-entry from Institutions
  - Corrections
  - Sanatoria
  - Veterans
- Social Problems of the Community
  - Busing
  - Crime
  - Environment, Ecology (See also Health: Pollution)
  - Street Safety
  - Zoning
- Street Gangs

CONSUMER ECONOMICS

- Advertising
- Auctions
- Bankruptcy
- Banks and Banking
  - Checking
  - Savings
- Bartering
- Buying Guides

Car Buying: New and Used
Comparison Buying: Values in Purchasing
    Appliances
    Clothing (See also Family: Home Management Care of Clothing)
    Drugs
    Food
    Furnishings and Accessories
Consumer Magazines
Consumer Rights: Gypping
Counterfeits
Credit Bureaus
Credit Unions
Discount Store Buying
Farm Equipment Purchases
Food Stamps (See also Community: Community Organizations, Resources, Services:Welfare)
Fraud
Garnishments
Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
Interest Rates
Investing Money
Land Buying and Selling
Loans: Borrowing Money
    Easy Credit
    FHA Loans
    Juice Rackets
    Loan Companies
    Mail Order Loans
Mail Order Catalog Buying
Money Management
    Budgeting
    Charge Accounts
    Credit Cards
    Installment Buying
    Rebates
    Retail Processes
Warranties and Guarantees

EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions
  - Colleges and Universities
  - Community Colleges
  - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test
- Locating Information
- Self-Education
  - Education Credit for experience
  - Educational Loans, Scholarships, and Assistance Programs
  - Educational Programs for Adults
  - G.E.D., High School Equivalency Diploma

FAMILY

- Brothers and Sisters: Sibling Relationships
- Care of the Aged in the Home (See Aging: Care of the Aged in the Home)
- Common Law Marriages
- Death, Funerals & Wills (See Aging: Death)
  (See Aging: Funerals)
  (See Aging: Wills)
- Divorces and Separations
- Extended Family: Cousins, Uncles, Grandparents, etc.
- Family Conflict (See also Children: Emotional Problems in Children)
- Family Crisis
- Family Recreation (See Leisure: Recreation, Family)
- Handling Close Personal Relationships, i.e. Intimacy
  (See also Relating to Others: Handling Intimacy)
- Home Health Care (See Health: Home Health Care)

- Home Management
  - Budgeting (See Consumer Economics: Money Management Budgeting)
  - Care of Clothing
  - Decorating
  - Food Preparation: Canning, Freezing, Cooking
  - Furnishing
  - Home Gardening: Flowers and Vegetables
  - House Cleaning
  - Remodeling (See Housing: Remodeling)
- Identifying Strengths and Weaknesses in the Family
- In-Laws
- Marriage Roles
- Safety Planning
  - Fires
  - Home Accidents, Poisons, etc.
  - Tornadoes (See also Community: Emergency Services)
- Sexual Relations
- Unwed Parents
- Working Women (See Jobs: Working Women)

HEALTH

- Aging (See Aging: Aging Process)
- Alcoholism
- Birth & Genetic Defects
- Black Lung (See Chronic Disease Respiratory)
- Childbirth, Labor, Midwifery
- Chronic Diseases
  - Arthritis
  - Cancer
  - Diabetes
  - Heart
  - Hypertension
  - Respiratory

Death (See Aging: Death)
Dental Care
Disease Information (See also Health: Chronic Diseases)
Disease Prevention
    Cancer (See also Health: Smoking)
    Heart Disease
    Immunization, Innoculation
    Respiratory Disease
Drug Abuse
Exercise
Faith Healing
Family Planning
    Abortion
    Birth Control
    Fertilization and Sterility
    Sterilization
First Aid
Generic Drugs and Laws
Handicapped, Mental and Physical
Health Costs
    Doctors
    Hospital
    Medicaid
    Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare
    Medicare
    Private Health Insurance (See Insurance: Health Insurance)
Home Health Care
Home Remedies, Medicinal Herbs
How to Select and Obtain Medical Services
    Dental
    Doctors
    Emergency

Hospitals
Medical Clinics (See also Community: Community Organizations, Resources & Services: Public Health
Mental
How to Talk with A Doctor
Insect Control
Menopause
Mental Health (See also Children: Emotional Problems in Children)
Nutrition
Old Wives' Tales
Patent Medicines: Over the Counter Medicines
Personal Hygiene (See also Self: Personal Care and Grooming)
Physiology and Anatomy (See also Health: Preserving your Health)
Physiology of Lifting
Back Problems
Hernias
Pollution (See also Community: Social Problems of the Community Environment, Ecology)
Prenatal Care (See also Children: Premature Babies)
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Preserving your Health
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Hearing
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Quackery
Rehabilitation
Retardation Prevention (See also Children: Retarded Children)
Sanitation (See also Community: Community Hazards)
Smoking
Storing Medicine (See Family: Safety Planning)
Venereal Diseases
Weight Problems
Diets
Overweight
Underweight
Weight watching plans
What to Expect at the Hospital

HOUSING

Buying and Selling
Decorating (See Family: Home Management Decorating)
Fire Prevention (See also Insurance: Fire Insurance)
(See also Family: Safety Planning)
Furnishings (See Family: Home Management Furnishings)
(See Consumer Economics: Comparison Buying Furniture & Accessories)
Home Building
Maintenance and Repairs
Owner's Liabilities and Responsibilities
Remodeling
Renting
Trailers
Utilities

INSURANCE

Burial Insurance
Disability Insurance
Fire Insurance
Health Insurance
Homeowners Insurance
Life Insurance
Mortgage Insurance
Motor Vehicles Insurance
Private Pension Plans
Renters Insurance
Social Security
Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

- Agricultural Jobs
  - Cooperatives
  - Farming
  - Land Use
  - Sharecropping, Tenant Farming
  - Woodland Management
- Application Forms
- Applying for a Job
- Assessing Your Own Skills, Talents, and Interests
- Career Planning
- Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
- Civil Service Information
- Distinguishing Between Good and Bad Jobs:
  - Facilities, Fringe Benefits, Hours, Wages
- Employee's Responsibilities
- Employer's Responsibilities (See also Advocacy: Civil Rights)
- Employment Agencies
- Find a Job (See also Jobs: Career Planning)
  - (See also Jobs: Occupational Information)
- Holding a Job (See also Relating to Others: Getting Along with Others)
- Job Discrimination (See also Relating to Others: Dealing with Discrimination)
  - (See also Advocacy: Civil Rights)
- Job Safety
- Losing A Job (See also Jobs: Unemployment)
- Occupational Information
- Private Pension Plans (See Insurance: Private Pension Plans)
- Seasonal Jobs
- Social Security (See Insurance: Social Security)
- Training and Re-training Programs (See also Education: Educational Institutions)
- Unemployment
- Unions
- Upgrading on the Job (See also Jobs: Holding a Job)
- Working Women
- Workman's Compensation

LEISURE

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Playing with your Children (See Children: Playing with Your Children)
- Radio (See Leisure: TV-Radio-Movies)
- Recreation
  - Indoor
  - Outdoor: Camping, Fishing, Hunting, Swimming, etc.
- Sewing
- Sports
- TV-Radio-Movies
- Using Leisure Time Effectively
- Vacations

RELATING TO OTHERS

- Communication
  - Correct Speech Usage
  - Giving Directions
  - Listening
  - Public Speaking
  - Taking Directions
  - Use of Telephones
  - Writing letters, reports, etc.
- Entertaining
- Friendship

- Getting Along with Others, Interpersonal Relationships
  - Accepting Help
  - Dealing with Conflict
  - Dealing with Criticism
  - Dealing with Discrimination
  - Dealing with Unwanted Advances
  - Fighting Fairly
  - Getting Acquainted
  - Helping Others
  - Meeting People
  - Working with Others
- Handling Intimacy (See also Family: Handling Close Personal Relationships)
- Listening to Others
- Love
- Manners and Etiquette
- Neighbors
- Respecting the Ideas and Beliefs of Others
- Sexual Relations (See also Family: Sexual Relations)
- Sportsmanship
- Understanding Others
  - Attitudes
  - Culture
  - Ethnic Background
  - Religion

RELOCATION SKILLS

- Church
- Community Services (See Community: Organizations, Resources, Services)
- Employment (See also Jobs: Finding a Job)
- Establishing Credit
- Food Shopping
- Housing
- Moving, Expenses, Methods
- Neighbors (See Relating to Others: Neighbors)
- Schools

SELF

- Changing Yourself
- Church Affiliation
- Decision Making
- Describing Feelings
- Etiquette (See Relating to Others: Manners & Etiquette)
- ESP
- Ethnic Studies
- Goal Setting, Planning, and Achievement
- Living Alone
- Meaning of Life
- Personal Adjustment
- Personal Care and Grooming (See also Health: Personal Hygiene)
- Personal Ethics, Values, Morals, Standards
- Personal Problem Solving
- Self Esteem
- Self Evaluation
- Self Understanding
- Sensitivity to Yourself and Others--How You Come Across
- Suicide
- Superstition
- Understanding What Makes Me the Way I Am: Heredity and Environment
- Women's Liberation Movement (See also Jobs: Working Women)

TAXES

- Income Tax
  - City
  - Federal
  - State
- Local Taxes
- Sales Tax
- Social Security (See Insurance: Social Security
- Unemployment (See Jobs: Unemployment)
- Workmen's Compensation (See Jobs: Workmen's Compensation)

TRANSPORTATION

- Car Pools
- Defensive Driving
- Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)
- Elevators
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
  - Air
  - Bicycles
  - Boats
  - Buses
  - Cars
  - Hitchhiking
  - Motorcycles
  - Taxis
  - Trains

LIBRARY SERVICE GUIDES IN DEVELOPMENT BY THE APPALACHIAN ADULT EDUCATION CENTER

1. The Selection of Special Materials for Disadvantaged Adults*
2. The Assessment of Community Information and Service Needs*
3. The Effective Use of Pamphlets with Disadvantaged Adults*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE—What is It. Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantagement to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
18. Book or Human Problems Talks: A Technique for Encouraging Library Materials Usage by Disadvantaged Adults
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

*In Print

APPALACHIAN ADULT EDUCATION CENTER - Bureau of Research and Development
Morehead State University
Library Training Institute

EVALUATION OF LIBRARY SERVICE GUIDES

State:_____ Library:_____ Date:_____

Title of Guide:_____

Your name: _____ Position:_____

FORMAT

1. Was the guide easy to use? ____yes ____no
2. Was the print large enough? ____yes ____no
3. Did you like the way it looked? ____yes ____no

PRESENTATION

Was the writing style of the guide:

1. Informational? ____yes ____no
2. Service oriented? ____yes ____no
3. Too technical? ____yes ____no
4. Contain too much jargon? ____yes ____no
5. Easy to read? ____yes ____no
6. Understandable? ____yes ____no
7. Too long? ____yes ____no

CONTENT

1. Was the information in the guide the information you needed? ____yes ____no
2. Was there enough specific detail about how to do it? ____yes ____no
3. Was there too much detail? ____yes ____no
4. Could you apply the information to your activities? ____yes ____no
5. Could you tell others how to do it after reading the guide? ____yes ____no
6. Were the charts, outlines or questionnaires understandable? ____yes ____no

REFERENCES

Were the suggested readings of any use to you? ____yes ____no

OTHER COMMENTS

_____

_____

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Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
November 29, 1973

OTHER COMMENTS (CONT.)

The project presented or reported herein was performed pursuant to a Grant No. OEG-0-73-5341, from the Department of Health, Education, and Welfare, U.S. Office of Education, Bureau of Libraries and Learning Resources. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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